

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6243 **TITLE:** ASSISTANT MOTOR EQUIPMENT SUPERINTENDENT
GRADE: S-23

DEFINITION:

Under general supervision, oversees and directs employees on an assigned shift at a County garage or an off-site maintenance facility (e.g., I-95 Landfill) who are maintaining and repairing automotive and heavy equipment/vehicles; assists in planning and organizing maintenance and repair operations; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Incumbents of this class are distinguished from its subordinate Senior Motor Mechanic Supervisor class in that the Senior Motor Mechanic Supervisors supervise a sub-function of motor vehicle maintenance and repair on an assigned shift while the Assistant Motor Equipment Superintendent directs all phases of work on a shift. It is distinguished from the Motor Equipment Superintendent in that the Motor Equipment Superintendent is the person responsible for all activities at that site.

ILLUSTRATIVE DUTIES:

Directs, administers and supervises all equipment maintenance and support operations on an assigned shift or at an off-site location;
Coordinates and oversees a variety of garage activities, such as vehicle and tire repair, road service, preventive maintenance, fuel site, etc., and may test drive vehicles to ensure proper maintenance;
Directs, administers and coordinates the repair and maintenance of heavy and special purpose equipment at an off-site facility;
Establishes and reviews work schedules to ensure best utilization of personnel;
Coordinates repairs and priorities with the facility's Superintendent, Assistant Superintendents on other shifts, commercial repair firms and customers as required;
Supervises and participates in the inspection of motor vehicles and monitors compliance with maintenance practices;
Reviews repair orders and commercial job tickets for accuracy and completeness;
Ensures adherence to all County purchasing procedures and requirements;
Ensures that fleet statistical data is maintained for reference;
Prepares written justification for long-range budget requirements for staffing, operating expenses, and capital equipment;
Prepares periodic activity reports;
Conducts audit compliance inspections;
Assists in preparing vehicle specifications;
Coordinates the receipt of new equipment between vendors and customers;
Handles customer complaints;
Performs performance evaluations, employee discipline, counseling and training;
Assists Safety Coordinator in accident investigations.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the methods, equipment and supplies used in motor equipment repair and maintenance and garage management;

Ability to plan, schedule and supervise the work of others;

Ability to perform audits of site records, work procedures, facilities and equipment and take corrective action as required;

Ability to keep records and prepare reports;

Ability to work with various business firms in the procurement of equipment;

Ability to maintain good working relationships with County staff.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

High school graduation or a G.E.D. issued by a state department of education; PLUS

Five years of experience in vehicle maintenance, at least two of which must have been at the supervisory level.

CERTIFICATES AND LICENSES REQUIRED:

Some positions in this class may require a Commercial Driver's License.

ESTABLISHED: October 27, 2000